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Copy Packages Available

<u>Pre-Selected Documents (Individual only):</u> Includes the following documents, to the extent that they are contained in the case file: <u>Discharge of Debtor (or Order of Dismissal or Final Decree)</u>, <u>Voluntary Petition</u>, <u>Summary of Debts and Property</u>, <u>Schedules D</u>, <u>E and F (Note in some jurisdictions Schedules may be listed as A1, A2 and A3)</u>. We will make no substitutions for these documents. The package price includes a maximum of 20 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed 20 pages.

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* **Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. **Certification for faxed copies is not available**.

If you do not want the Pre-Selected Documents or Entire Case File copied, you can make an appointment to review the file at our facility to select the documents needed, or you may contact the court where the case was closed or filed and make arrangements to review the case at the court location.

To make an appointment to review the file, call us at: 817-831-5900, Monday—Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m.

General Information

- Use a separate NATF Form 90 for each file that you request. <u>Discard this instruction sheet</u>. You <u>must complete blocks 3–7</u> or we cannot search for the file. Please allow <u>2-3 business</u> days for processing your order.
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- Request may be <u>returned</u> if the necessary information is not supplied or if the credit card is declined. Case information should be obtained from the court in which the case was filed.
- Please note that contents of <u>recent cases</u> may be in both electronic and paper form. If we cannot provide you
 with documents you request we will refer you to the Court that adjudicated the case.
- Questions? Concerns? Contact our Research Room staff at the number shown above.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF BANKRUPTCY CASES					
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NARA, Southwest Region — 501 W. Felix, Bldg. 1, P.O. Box 6216, Fort Worth, Texas 76115 Fax: (817) 334-5630		Texas, Arkansas, Oklahoma, Louisiana			
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